

**Colorado Maternal and Child Health
Community Partnership Development
Resources and Tools
January 2013**

Overview: Local public health agencies began implementation of MCH-priority related action plans in October 2012. Most of the MCH priority local action plans include the development, management and sustaining of community partnerships as a foundational strategy in the plan. There is a unique set of staff knowledge, skills, and abilities required to effectively do this type of work.

The state MCH Team identified the need to support LPHA staff members doing community mobilization work. They researched existing resources and tools and selected a set of tools and resources that is comprehensive, user-friendly, easily accessible and free!

Recommendation: Coalitions Work is an organization whose mission is to promote healthy partnerships. They help coalitions and partnerships reach their potential to be a force for positive change in the health of their communities. They do this through collaborative research, education, and consultation with organizations, partnerships and coalitions. They have a vast selection of tools and resources available on their web site at www.coalitionswork.com under Tools and Resources. Tools are organized into four different categories. A sample of the tools is identified below.

Coalition Start-Up Tools

- **Is a Coalition Right for You?**

A set of questions to help your group decide whether a coalition is the right organizational structure for meeting your group's goals.

- **Coalition Guides**

5-part series of guides that describe 5 stages of coalition development: pre-formation, formation, implementation, maintenance and institutionalization. Each guide describes what to expect, structure and overall strategy, tasks and products/outcomes.

- **Model Commitment Letter**

A sample letter to use with coalition partners that outlines your vision for collaborative work and the responsibilities and resources that each organization or individual intends to commit to the effort.

- **Checklist to Become a 501 c(3) Non-Profit Organization**

A checklist that details the 15-steps to help your coalition become a non-profit organization.

- **What Makes a Good Lead Agency?**

A checklist of attributes that any good lead or fiscal agent should have in order to support the development and operation of a community coalition.

Coalition Planning Tools

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- **Plan Quality Index (PQI)**
A checklist for staff and key leaders to assess the quality of community action planning efforts.
- **State Plan Index (SPI)**
A checklist for staff and key leaders to test the quality of state strategic plans.
- **Coalition Action Plan Form**
A template for developing annual coalition work groups action plans.
- **Coalition Roles & Job Descriptions**
Sample descriptions, duties and responsibilities, and qualifications that can be adapted for your coalition staff, volunteer leaders and members.
- **Coalition Vision, Mission & Goals**
Definitions of SWOT Analysis, coalition vision and mission statements, goals and strategies.
- **The Strategic Planning Process**
8 steps to developing a customized strategic plan for your coalition

Coalition Building Tools

- **Potential Member Grid**
A table for recruiting organizational partners that lists their activities, accomplishments, contributions, self interests and potential conflicts.
- **Am I a High Functioning Coalition Member?**
A tool to help you self-assess your coalition roles and responsibilities.
- **Am I a Transformational Coalition Leader?**
A tool to help you self-assess whether you have what it takes (or are willing to learn) to become a leader for change.
- **Stages of Team Building**
1-page summary of 5-stages of team building: Forming, storming, norming, performing and mourning (or re-forming) – Great for coalition work groups.
- **Coalition Meeting Check-Up**
10 questions to help your coalition keep its meetings on track.
- **Chair or Facilitator's Meeting Guidelines**
Guidelines to help coalition Chairs or facilitators plan their before, during and after meeting tasks.

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- **Guidelines for Coalition Meeting Etiquette**

Guidelines for conduct among members that assures smooth, effective meetings.

- **What Kind of Member Are You?**

A role play activity where members assume defined roles and simulate a coalition meeting to show how individual attitudes and actions can help or hinder meeting progress

- **Skills Inventory Worksheet**

An inventory of member and leader attributes and skills that can help volunteers assess their potential contributions to the coalition.

- **Member Orientation Packet**

A description of items that might be featured in a 2-pocket member recruitment folder or virtual folder on your coalition website.

Coalition Assessment & Evaluation Tools

- **Are You Ready to Evaluate Your Coalition?**

15 questions can help you decide whether your coalition is ready to evaluate itself and its work!

- **Coalition Initial Needs Assessment**

A form for assessing coalition resources, structures and functions.

- **Coalition Member Survey**

A 49-item survey for members to rate the coalition on aspects related to planning, implementation, leadership, local and statewide involvement, communication, participation, progress and outcomes.

- **Coalition Effectiveness Inventory (CEI)**

A diagnostic checklist for coalition staff and key leaders to assess coalition effectiveness.

- **Meeting Effectiveness Inventory (MEI)**

A tool for evaluating work group and coalition meeting effectiveness and productivity.

- **Is This Group Really A Coalition?**

10 questions that can clarify whether an existing community group is a coalition.

Coalition Sustainability Tools

- **Key Sustainability Tasks for Coalitions**

A graphic model of the Community Coalition Action Theory (CCAT) (Butterfoss & Kegler, 2009) with descriptions of each stage of coalition development and related tasks.

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- **Coalition Sustainability Characteristics**

10 characteristics that help make coalitions sustainable over the long haul.

- **Coalition Resource Development Plan**

15 steps to help your coalition develop a realistic, durable resource development plan.

- **Seven Tips for Retaining Coalition Members**

7 sure-fire tactics for keeping your coalition members engaged and active.

- **Six Steps to Successful Fund Raising**

6 steps to help your coalition realize its fund-raising goals.

- **Fostering Innovation in Your Coalition**

7 conditions or characteristics that can help assure creativity and innovation in your coalition.